

## Step-by-Step Procedure for Requesting: **NASA SPACE PROGRAM ARTIFACTS**

NASA artifacts are available for request by eligible organizations:

1. NASA internal organizations
2. Smithsonian National Air and Space Museum (NASM)
3. Other Federal Agencies
4. Universities (registered in the Integrated Postsecondary Education Data System, IPEDS)
5. Schools (registered in the national Center for Education Statistics, NCES)
6. Not-for-profit museums, libraries and planetariums (sponsored thru their respective State Agencies for Surplus Property, SASP)

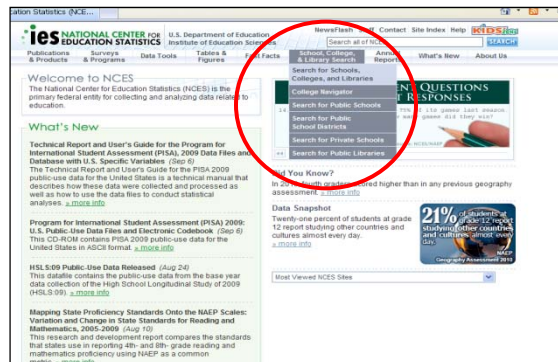
Artifacts are posted at intervals (periods) as property is made available for screening. The screening is divided into two 21 day intervals; internal (organizations in categories 1 & 2 above), and external (all other categories listed above). There are three phases to the entire process; request of the artifact, allocation of the artifact by NASA, and transfer of the property. A NASA committee performs the allocation at the end of each screening period. Requesters are informed of allocation decisions by email (granting or denial of their request). The following procedure will cover the request phase of the process.

**All steps originate from the NASA Historic Artifacts Prescreening Home Page:**

**<http://gsaxcess.gov/NASAWel.htm>**

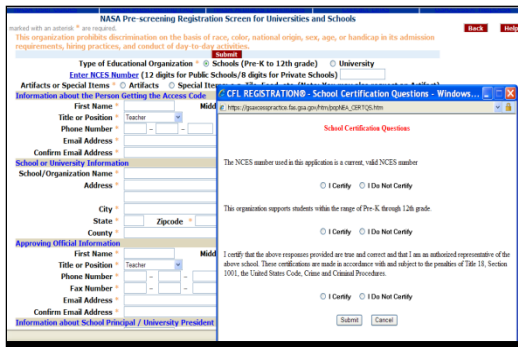
### **I. SCHOOLS & UNIVERSITIES:**

- A. **Obtain your NCES** (school) or **IPEDS** (college or university) number (if not known):
- 1) From the “NASA Artifacts Prescreening Register” caption (right column of home page), select the appropriate hyperlink; NCES for school or IPEDS for college or universities.
  - 2) From the NCES home page (<http://nces.ed.gov/>), search for your organization’s statistical information by following the search links



- B. **Register** to obtain your User ID and Temporary password:
- 1) From the “NASA Artifacts Prescreening Register” caption (right column of home page), select the hyperlink, “Register”.
  - 2) Select the appropriate radio button, “Schools (pre-K to 12<sup>th</sup> grade)” or “University”.
  - 3) Complete the “School Certification Questions”.
  - 4) Enter your NCES or IPEDS number as appropriate.
  - 5) Select the “Artifacts” radio button.
  - 6) Provide the information requested on the screen and submit.

- 7) A message will be emailed to you (Requester) the Approving Official providing a UserID and Temporary password.

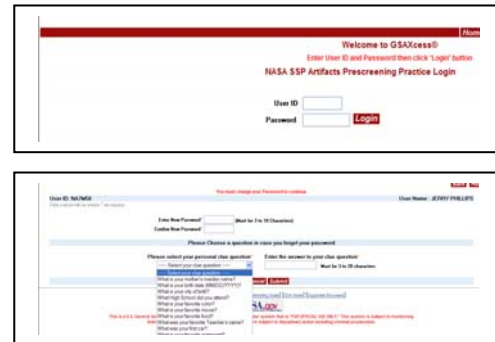


You have successfully completed the NASA Pre-screening registration for Space Artifacts/Special Items. Your **User Id** is **[NAXXXX]** and has been fully activated.

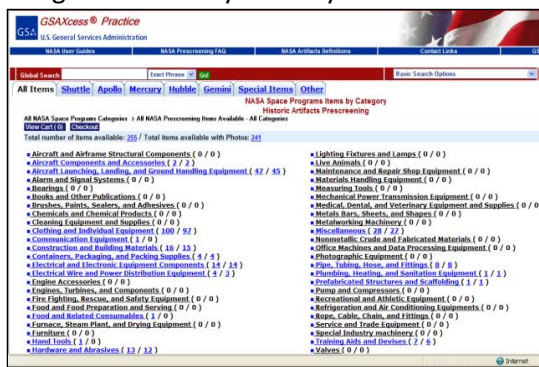
The user ID will allow you to search the NASA database for Special Items and NASA Artifacts and request selected items. Space Artifacts must be placed in a virtual shopping cart and processed through checkout. Special Items, such as Tiles, are processed as requests only without a virtual shopping cart and checkout. Unlike Space Artifacts, payment for shipping costs for Special Items must be processed at the time of the request - not upon receipt. Your **initial password** is **XXXXXXXX**.

C. **Log in** to the module by either selecting the red “Login” button or the blue NASA logo.

- 1) Enter the UserID and temporary password provided.
- 2) You will be asked to select a permanent password and choose a clue question/answer.
- 3) You will be prompted to select “Submit” to continue, do so.



D. **Request** an artifact. Upon successful log in your screen will refresh to the “NASA Space Programs Items by Category” page, which features a listing of all artifacts available. The hyperlinked (blue) categories will list available property; selecting the hyperlinked category will drop-down to the individual items offered. When you have followed the hyperlinks to the actual item you would like to request, select the ‘Request’ radio button. A shopping cart will be generated for you and you can load several items to the cart until you ‘check out’.



- E. **Check out.** When you have completed adding items to your cart, select 'Checkout' on whichever screen you have selected. A 'Disclosure Statement' will pop up providing the terms and conditions of the transfer, you must read and accept the disclosure statement, by selecting the 'Y' radio button, to continue. You will be presented with a series of screens requesting information pertaining to your organization and the reason for this request. Your response will be used to develop a 'Letter of intent' (within the module), which you will need to download , have physically signed, digitally scan and reload into the module in order to have your request considered for allocation.

**NASA Space Shuttle Program Historic Artifact Prescreening Disclosure Statement**

Some artifacts may require special consideration in preparation for display to preclude foreign nationals from excluded countries from gaining access to sensitive technical or manufacturing information. All artifacts are subject to Export Control requirements and recipients will be required to acknowledge their responsibilities for these controls at time of transfer of the artifact. Recipients of artifacts designated as requiring special handling must contact NASA for final disposition instructions when the recipient no longer desires to retain possession of the artifact.

When notified that the property is ready for transport, the recipient must transport the artifact from the premises within 15 calendar days, unless otherwise coordinated with the holding agency. Artifact availability, release date and/or quantity are subject to change dependent upon the needs of NASA and unforeseen circumstances encountered during use.

Disposition decisions will be based upon the information obtained in the following questionnaire. Artifacts intended for display should be retained by the recipient for a minimum of 5 years for the purpose described in the answers to the questions herein. Information provided for the intent of receiving artifacts must be true and accurate and applicants are subject to penalties of Title 18, section 1001 of the United States Code regarding submission of false information.

Requests will not be considered for allocation unless signed by the official authorized by your organization to obligate the resources necessary to carry out any activities associated with a transfer.

Artifacts will be posted for prescreening as they are identified. The date the artifact is posted on the GSA prescreening module is the start date for the screening period. Requests for artifacts must be submitted (cart check-out) within 90 days after start of the prescreening period. A count-down date notice will be posted on all open carts indicating the remaining screening days for the artifact; therefore, only artifacts with the same start date will be allowed in the same cart.

All questions about the artifacts shall be directed to the NASA POC listed on each item's Property Data Sheet. Although external agencies are entitled to review the items over the full 90 day period, messages requesting additional information directed to the NASA POC from external agencies will only be accepted over the day 31 through day 90 period.

I have read and accept the disclosure statements above: ☒ Y ☐ N

If user selects Y on Disclosure Page, begin the questionnaire

Please select the option that best describes you (select only one)

- ☐ Federal Agency
- ☐ Museum sponsored by Federal Agency
- ☐ Museum sponsored by SASP
- ☐ NASA Program
- ☐ NASA Visitors Center
- ☐ National Air and Space Museum
- ☐ School requesting a Direct Transfer
- ☐ School sponsored by a SASP
- ☐ University requesting a Direct Transfer
- ☐ University sponsored by a Federal Agency
- ☐ University sponsored by a SASP
- ☐ Other Donee sponsored by a SASP

- F. **Download, sign, scan and upload Letter of Intent (COMPLETE CHECKOUT).** To complete the checkout process, select 'Menu' from the red tool bar. Select 'Complete Checkout'. Download the Letter of Intent (LOI). Have the LOI signed by the Approving Official in the appropriate locations and scan the signed LOI. Upload the signed/scanned LOI by selecting 'Upload signed LOI to complete checkout', verify the cart number by selecting 'Accept Cart Number' on the new screen. Select and upload the LOI.

Cart Number	Time Control Number	Organization Name	Date	Screening Requested	Estimated Date	Quantity	Status
21146746	867402-0152-0016	GOVERNMENT OF TEXAS	12/06/2011	01/13/2011	11/01/2010	107	1
21146746	867402-0152-0016	GOVERNMENT OF TEXAS	12/06/2011	01/13/2011	11/01/2010	1	2
21146747	867402-1243-0020	GOVERNMENT OF TEXAS	12/13/2011	01/14/2012	12/01/2011	1	1
21146748	867402-1272-0016	GOVERNMENT OF TEXAS	12/13/2011	01/14/2012	12/01/2011	3	1

## **II. SASP SPONSORED MUSEUMS, LIBRARIES, PLANETARIUMS, SCHOOLS & UNIVERSITIES:**

- A. **Obtain your UserID and Temporary Password** by contacting your State Agency for Surplus Property office; a link to the SASP locator is provided on the Home page, <http://www.gsa.gov/sasp/>
- B. The remaining steps are identical to steps C. thru F. in section **I** above.

## **III. NASA INTERNAL, NASM, & OTHER FEDERAL AGENCIES:**

- A. **Use the UserID and Password assigned for GSAXcess** to log into the NASA Artifact Module.
- B. The remaining steps are identical to steps C. thru F. in Section **I** above.